



Setti D. Warren  
Mayor

**City of Newton, Massachusetts**  
Department of Planning and Development  
1000 Commonwealth Avenue Newton, Massachusetts 02459

Telephone  
(617) 796-1120  
Telefax  
(617) 796-1086  
www.newtonma.gov

Candace Havens  
Director

**CONSERVATION COMMISSION SUBMISSION FOR:**

- ☐ **ADMINISTRATIVE APPROVAL** OR  
☐ **REQUEST FOR DETERMINATION OF APPLICABILITY (RDA)**

This application and any consequent permits do not exempt you, your property, or activities on your property from the Wetlands Protection Act and its Regulations (310CMR 10.00). If you intend to expand or change the scope or nature of your project, consult the Conservation Commission, as a permit may be required. Cutting vegetation, grading, filling, etc. beyond the specific activities cited in this approval, may require additional permits from the Conservation Commission.

DATE RECEIVED: \_\_\_\_\_ PROJECT #: \_\_\_\_\_ DEP PERMIT #: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ SBL: \_\_\_\_\_

BRIEF PROJECT DESCRIPTION: \_\_\_\_\_

REVIEWS BY OTHER REGULATORY AUTHORITIES? ☐ NO ☐ IF YES, WHAT IS THE STATUS? \_\_\_\_\_

**FOR A COMPLETE APPLICATION TO THE CONSERVATION COMMISSION, PLEASE INCLUDE THE FOLLOWING.** (An inaccurate or incomplete application will **not** be accepted.)

- ☐ This submission form
- ☐ Newton's General Permit Application
- ☐ Application
  - ☐ 2 hard copies of the Request for Determination of Applicability (RDA) form (Mass DEP WPA Form 1) and 1 electronic copy submitted on a cd in .pdf format.
  - ☐ 2 hard copies of the plans\* as 8 ½ "x11" or 11"x17" and 1 electronic copy submitted on a cd in .pdf format.
- ☐ City fee of \$50 (for RDAs)
- ☐ Proof of mailing of RDA application (WPA Form 1) and plans to Mass DEP (Mass DEP Northeast Regional Office at 205B Lowell Street, Wilmington, MA 01887 (main phone: 978-694-3200)

**PLANS SHOULD INCLUDE THE FOLLOWING** (Check all being shown):

- ☐ Property information (owner's name and address, assessor's section-block-lot number, and subdivision lot number, where applicable)
- ☐ Title block (project title, date, scale, and north arrow)
- ☐ Property lines delineated
- ☐ Wetland resource areas and buffers
- ☐ Existing and proposed conditions (w/details and notes, as necessary)
  - ☐ Buildings, structures, pavement, drainage structures, etc.
  - ☐ Limits of work and erosion control measures
  - ☐ Contour lines (two (2)-foot intervals)
  - ☐ Construction stockpiles and staging areas
  - ☐ Vegetation, lawn, landscaping, trees, etc.
  - ☐ Snow storage areas, as applicable

**NOTE: Please review the reverse of this form for additional information.**

# ADMINISTRATIVE APPROVAL / REQUEST FOR DETERMINATION OF APPLICABILITY PROCESS

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## THE ADMINISTRATIVE APPROVAL PROCEDURE

1. **Application submitted to Conservation Commission:** An application seeking review by the Conservation Commission (Con Com) will be accepted by the Conservation Agent (Agent) or Department of Planning and Development (Department) when it is determined to be complete.
2. **Conservation Agent Review:** The Agent will determine whether the project qualifies for Administrative approval. If it does, the Agent will complete an Administrative Approval form for the applicant and the files.
3. **Site Visit:** The Agent may need to perform a site visit prior to rendering a decision or an Administrative Approval form.
4. **Administrative Approval** means that the applicant may proceed with the work as proposed, subject to any conditions, and no further action under the Wetlands Protection Act is required
5. **Failure to obtain Administrative Approval** means that the applicant must apply for and receive a permit under the Wetlands Protection Act before undertaking the proposed work.

## THE REQUEST FOR DETERMINATION OF APPLICABILITY RDA) PROCEDURE

1. **Application submitted to Conservation Commission:** An application seeking review by the Conservation Commission (Con Com) will be accepted by the Conservation Agent (Agent) or the Department of Planning and Development (Department) when it is determined to be complete. Inaccurate information or incomplete applications will delay the review of the project.
2. **Development Review Team Meeting:** A Development Review Team (DRT) meeting is suggested for any application where other land use permits or reviews may be necessary. During a DRT, City staff from several departments meet with prospective applicants to evaluate new proposals. Many people find these meetings to be an efficient way to learn about issues they may want to address early on to ensure a successful project.
3. **Public Hearing Scheduled:** By submitting a complete application, the applicant will be scheduled to attend the next available public hearing. Incomplete applications will not be accepted. The applicant or his/her representative must be present at the scheduled public hearing.
4. **Site Visit:** The Con Com and/or Agent will perform a site visit prior to the public meeting to confirm existing conditions and proposed work stakes. If the applicant wishes to be contacted regarding the time of that visit, please contact the Department at the time of application.
5. **Public Hearing:** The applicant or representative is expected to attend and briefly present the project, present proof of abutter notification. Based on the information presented the Con Com will issue a:
  - **Negative Determination** – this means that the applicant may proceed with the work as proposed, subject to any conditions, and no further action under the Wetlands Protection Act is required;
  - **Positive Determination** – this means that the applicant may not proceed until he/she obtains an Order of Conditions by filing a separate Notice of Intent application; or
  - **Continuation**– this allows more time to review the project or additional information to be provided

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**